



Office of Financial Management

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Capital Asset Management System

User Documentation Manual

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INTRODUCTION

Welcome to the Capital Asset Management System (CAMS). The CAMS is a mainframe computer based capital asset accounting system used by most state agencies to account for their capital assets. The purpose of CAMS is to provide control of and accountability for capital assets, to provide information needed for the preparation of management reports and financial statements, and to monitor the physical condition of capital assets.

CAMS is used to account for capital assets that meet the state's capitalization policy listed in the State Administrative and Accounting Manual (SAAM 30.20.20). See the following table:

Asset	Cost (including ancillary costs)
Land, highway systems	All
Infrastructure	> \$100,000
Buildings, other improvements, leasehold improvements	> \$100,000
Intangible assets	> \$1,000,000
Capital assets acquired thru Certificates of Participation (COP)	All
Capital assets acquired with a capital lease (30.20.40)	When the capitalization policy is met
All other capital assets	Unit cost > \$5,000

CAMS may also be used to inventory small and attractive assets. Assets classified as small and attractive are defined at the Agency level, except that all “weapons, firearms, signal guns, and accessories” are classified as small and attractive. Refer to SAAM 30.40.20 for information on small and attractive assets.

The Office of Financial Management (OFM) is responsible for establishing accounting and reporting requirements for all state agencies. The policies for capital assets are in SAAM Chapter 30: Capital Assets. Agencies are required to use CAMS unless a written waiver is obtained from OCIO (SAAM 30.40.30). For small and attractive assets agencies may use either CAMS or an alternate in-house system without OCIO approval.

The CAMS uses real time activity and is maintained and operated by the Office of Financial Management IT Staff (OFM). This means that when you add, change, or dispose of a record, the result of your action is immediate.

CAMS has a number of functions that you can use to maintain your capital asset information. For example you can:

- Add, undo add, change, dispose/reverse dispose, or browse assets.
- View depreciation and months left to depreciate.
- Do administrative functions such as maintain agency security, class codes.

LOG ON AND OFF THE SYSTEM

```

>>>>>@ CA - TPX @<<<<<                                REL 5.3/00

STATE OF WASHINGTON - AUTHORIZED USE ONLY

This site contains government information.  Your use may be monitored.
Unauthorized use is subject to civil, criminal, and/or administrative action.

If you are AUTHORIZED, type in your USERID and PASSWORD.

Unicenter CA-TPX Session Management
Copyright (c) 2003 COMPUTER ASSOCIATES INTERNATIONAL, INC.

Userid:                                (or LOGOFF)                11:53:50
Password:                               11/13/19
New Password:                           NTV10EDE
Account:                                3278-2A
Transfer:                               SMRTTV

PF1=Help    PF3=Logoff

```

The first step is to log on to the mainframe through TPX, as shown on the mainframe screen above, and press Enter.

```

TPX MENU FOR          MAAC105          Panelid - TEN0041
                                Terminal - NTV10EDE
Cmdkey=PF12/24      Jump=PA2          Menu=PA1          Model - 3278-2A
Print=PF22          Cmdchar=/          Logoff=/K          System - NTPXVU

Sessid      Sesskey      Session Description      Status

S CICP3      PF 3        Statewide Financial/Payroll Sys.
- TSOV1      PF 4        TSO ON V1RA
- CICX1      PF 5        CICX1 TEST
- CICX2      PF 6        CICS/ESA TEST2
- CICQA      PF 9        CICS/ESA QUALA
- CICQE      PF 10       CICQE QUAL
- OFMVM1     PF          DYNAMICALLY ADDED SESSION
- TSOV11     PF          TSO ON V1RA
- TSOV3      PF          TSO ON V3HC

Command ==>
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help

```

TPX menu appears. Select CICP3 or type CICP3 in the command line.

01/22/2014

CICS Application ID: NCICP3

12:12:20

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This site contains government information. Your use may be monitored.
Unauthorized use is subject to civil, criminal, and/or administrative action.

If you are AUTHORIZED, type in your USERID and PASSWORD.

USERID dbac105

PASSWORD xxxxxxxx

NEW PASSWORD

CONFIRM NEW PASSWORD

Press ENTER to process or PF3 to END

Type your logon id and password and press Enter.

FC00

Type in 'FC00' and press Enter. (NOTE: it is FC zero, zero, not FC alpha OO.)

```

===== C105C000 =====
CCCCC  AAAAAA  MM    MM  SSSSSS          CAMS OPERATING HOURS
CC      AA    AA  MMM  MMM  SS    SS      MON-FRI 6:30AM TO 7:30PM
CC      AA    AA  MM M M MM  SS          SAT    7:00AM TO 7:30PM
CC      AAAAAAAA MM  M  MM  SSSSSSS      SUN    7:00AM TO 1:00PM
CC      AA    AA  MM    MM    SS          HELPLINE: (360) 407-9100
CC      AA    AA  MM    MM  SS    SS      MON-FRI 7:00AM TO 5:30PM
CCCCC  AA    AA  MM    MM  SSSSSS      EMAIL:HERETOHELP@OFM.WA.GOV

```

NEWS MESSAGE AS OF DATE: 3/04/20 TIME: 15:30
WELCOME TO CAMS

*GET THE LATEST CAMS DOCUMENTATION:
[HTTPS://WWW.OFM.WA.GOV/IT-SYSTEMS/CAPITAL-ASSET-MANAGEMENT-SYSTEM-CAMS](https://www.ofm.wa.gov/it-systems/capital-asset-management-system-cams)

ENTER=AGENCY MENU OR BROADCAST MSG 2, F3=RETURN, PAUSE/BREAK=EXIT

The first CAMS screen is the message screen. This screen is used by to post important messages. Read this screen before pressing Enter to go to the next screen. A message can stay on this screen for months because it doesn't need changes very week. The date/time on the screen shows you if any changes have been posted. Also, be aware that messages can overflow to a second screen. Just press Enter until you have read all of the message screens and have reached the agency menu screen.

```

=== CAMS ===== AGENCY MENU ===== C105C022 ===

```

TYPE IN YOUR AGENCY NUMBER AND PRESS ENTER

AGENCY: 9990

ENTER=CONTINUE, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

This screen requires your agency number (9990 is the test agency). Type in your four-digit agency number and press Enter.

```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===
```

AGENCY: 9990

1. -- ASSETS (AA)
2. -- ACCESS PENDING ASSETS (AP)
3. -- SECURITY (SS)
4. -- ADMINISTRATIVE (AD)

FUNCTION: 1

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

This screen is the Primary Menu Screen. Select **1** and press Enter to access the Asset menu screen.

ASSETS MENU (AA)

```
=== CAMS = (AA) ===== ASSETS MENU ===== C105C003 ===
```

TR: _____
AGENCY: 9990

FUNCTION: 1

1. -- ADD ASSET
2. -- LIST BY START SEARCH
REFERENCE: * _____ (DEFAULT)
LOCATION: _____
CLASS CODE: _____

1. THE 'ADD ASSET' FUNCTION INCLUDES:
-- VIEW (AFTER SUCCESSFUL ADD)
2. THE 'LIST BY' FUNCTION INCLUDES (IF YOU HAVE SECURITY):
-- VIEW (ASSET OR DEPRECIATION)
-- CHANGE
-- DISPOSE OR UNDISPOSE

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

This selection allows user to:

1. Add a new asset.
2. List asset by:
 - a. Reference
 - b. Location
 - c. Class Code

ADD ASSET – Allows user to add assets into the system. Select function **1** and press Enter to access the ADD ASSET menu screen.

```
=== CAMS = (AA.1) ===== ADD ASSET ===== C105C002 ===
TR: _____
FUNCTION: A (A=ADD, R=ADD / RETAIN DATA, F=REFRESH, V=VIEW SCREEN (AFTER ADD)
AGENCY: 9990 REF: _____ FEATURE NO: ____ ROLL: _ DIV: ____ ORG IDX: ____
TAG NO: _____ MANU SERIAL NO: _____ LIC NO: _____
MANU: _____ DESC: _____
CLASS: _____ LOC: _____ ACQ DATE: _____ FMBI: _____ USE: _____
DEP: 1 QTY: _____ 1.0 COND: _ LOANED: _____ F-ORDER: _____ DOC NO: _____
VENDOR: _____ EX: _ S-F: _ SPECIAL USE: _____
SLVAGE: _____ OWN: _ LEASE: PRD _ REST _ MAINT: PRD _ AMT _____
TOT COST: _____ .01 LEASING AGENT: _____ ORGCTL: _____
COST: _____ .01 FUND: _____ PI: _____ OPT1: _____ OPT2: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
ADD DATE: _____

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

1. **Function Field.** A is the default function. The function remains the same for subsequent entries and can be changed for each entry. The function codes are as follows:

A = ADD. Allows user to add an asset

R = ADD/RETAIN DATA. Enter an 'R' to add new asset with data in selected fields being retained. For all agencies except for DOC, six (6) fields will clear. All other fields will retain the data that was entered for the prior asset.

The six (6) fields that will be cleared are:

REF:

FEATURE NO:

TAG NO

MANU SERIAL NO:

LIC NO:

LOC: This field does not clear for DOC

F = REFRESH. Clears or blanks all coding elements from the previous screen.

V = VIEW ASSET (AFTER ADD). Allows user to view a just added asset

2. **Required Fields.** The following fields are the minimum required for function A(dd):

REF. The Reference Number is the main key that identifies your asset. It is recommended that you use the tag number of the asset as the Reference Number.

A few agencies enter the REF: so that it is right justified. Most agencies find it easier to enter the REF: so that it is left justified. That is, the first significant character starts in the first position of the REF: field. That way you do not have to remember if your REF: has 2, 3, 5, or 6 leading zeros. You will not have to enter as many characters if you left justify because the system will zero fill the rest of the field.

TAG NO. Tag Number is the Washington State asset control number that is affixed (in most cases) to the asset. If you leave this field blank, the REF number: will automatically be put into this field when you press Enter.

This field can be formatted. For example, you have tag numbers 565750, 565751, and 565768.

A. The following is what you will get if you enter the REF: and leave the TAG NO blank.

ENTER REF:	ENTER TAG NO	RESULTS REF:	RESULTS TAG NO
565750		565750000000	565750000000
565751		565751000000	565751000000

B. The following is what you will get if you enter the REF: and enter the TAG NO as shown:

ENTER REF:	ENTER TAG NO	RESULTS REF:	RESULTS TAG NO
565750	565750	565750000000	565750
565751	565751	565751000000	565751

Notice that the TAG NO is easier to read in example B. This is because the TAG NO does not zero fill whereas the REF: does. In example A, the REF: zero fills and because the TAG NO is blank, the zero filled REF: is placed into the TAG NO field. In example B the REF: zero fills, but because you have entered the TAG NO the zero filled REF: is not placed into the TAG NO field.

MANU SERIAL NO: This is the Manufacturer's assigned Serial Number or VIN numbers for vehicles. If you do not know the serial number, you will have to enter some characters like 'UNKNOWN' or 'N/A' in the field.

DESC: Description of the asset.

CLASS: Class is a two part field. The first four (4) characters are the OFM class code that most closely describes the asset. The next six (6) characters are used by the agency to further

define the classification of the asset. The class code to use is found in the OFM SAAM, Chapter 30.50.10. Sample below:

70		Information Technology (IT) Equipment	
	7010	Main Frame Computer Systems	5 Years
	7011	Servers	5 Years
	7012	Desktop Computers (PCs)	4 Years

Class codes can be changed on fully depreciated assets but it will not change the Use Life. On partially depreciated assets: CAMS allows Class Code changes, but those will change the Use Life only if the Use Life from the Class Code Table is greater than the number of months already depreciated.

LOC: Location is a two part field. The first two (2) characters are the county code. The code you use is found in the SAAM, Chapter 30.50.20. Valid county codes (Ex: 01 – Adams) are also contained in the AFRS Descriptor Table 37. The next fourteen (14) characters are used by the agency to further define where the asset is located.

ACQ DATE: The Acquisition Date is the date the agency takes title to, or assumes responsibility for, an asset. All dates in CAMS have the same format (MMDDCCYY). Ex: 12232019 is Dec 23, 2019.

USE: The Depreciable Useful Life is automatically entered into the field based upon the class code entered in the CLASS field. For new assets, the useful life is listed in SAAM. These codes can be found in the SAAM, Chapter 30.50.10.

There are three exceptions to the automatic entry of the useful life edit:

- When an asset is degraded somehow, enter the character “O” in the asset condition field (**COND**) and entering the OFM approved months of asset life.
- When an asset is purchased used (not new or original condition), enter the character “U” in the asset condition field (**COND**) and the enter the approved use life of the asset.
- When an asset is leased, enter “L” in the **OWN** field and make he use life of the asset equal the length of the lease.

F-ORDER: Field Order Number. The field order number used to purchase the asset. Note that while the field is required, there are no edits to which field order numbers are used.

S&A: Code for Small and Attractive assets. Default is N. Use Y for yes on assets that don’t meet the threshold levels (\$5,000 for most assets).

S-F: State-Federal Code. This code is used to indicate who paid for the asset and may want it returned on disposal. The system will only allow the codes listed below:

1. State
2. Federal
3. Local
4. State/Federal
5. State/Local
6. Federal/Local
7. Other
8. Donated

OWN: Ownership of asset. The system will not allow codes other than those listed below:

- S. State owned
- C. Capitalized lease (the capital lease would meet the state capitalization threshold).
- L. Operating lease (no depreciation calculated)
- P. Certificate of Participation. (All COP assets are capitalized/depreciated)

See USE section for two other codes with used or non-governmental assets.

TOT COST: This is the total cost of the asset, including all appropriate ancillary cost. The system has a default value of \$0.01.

Examples of how to correctly enter amounts in this field are as follows:

AMOUNTS WITH .00 CENTS. (Amount is \$5,432.00).

ENTER	Clear field?	RESULTS
5432	no	5,432.01
543200	before or after \$	5,432.00
5432.00	before or after \$	5,432.00

AMOUNTS WITH OTHER THAN .00 CENTS. (Amount is \$76,841.83).

ENTER	Clear field?	RESULTS
7684183	before \$	76,841.83
7684183	no	7,684,183.01
7684183	before or after \$	76,841.83
76841.83	before \$	76,841.83

TOT COST: The total of all costs to place an asset in service. **COST:** The breakdown of the total cost associated with a fund or other coding. Note that there are 10 lines available but they must equal the **TOT COST** entered for the asset.

FUND: Fund (account) from which the asset was originally purchased, or, for proprietary type funds, the fund (account) in which the asset is being utilized. The fund (account) used must be valid for your agency (D22 in AFRS).

3. **Optional Fields.** Description of the other asset fields can also be found in Appendix D, page 42 of this documentation.

FEATURE NO: The Feature Number is an identifier to allow enhancements to an asset. If left blank, it will zero fill. You need to enter this field if you have enhancements to an asset. Hint: Do not use letters as the system has sorting problems with alpha and numeric suffixes.

The following three examples explain the use of the FEATURE NO field.

1. You have 16 enhancements for assets with tag number D001063. You would code each enhancement as follows:

REF:	FEATURE NO	TAG NO.
D001063	001	D001063
D001063	002	D001063
	THROUGH	
D001063	016	D001063

2. You purchase a \$126,000 asset on January 5, 2015 and have an addition of \$13,500. to the asset on Jan 10, 2020. If you change the cost of the original asset from \$126,000 to \$139,500 you lose your audit trail. The addition takes the acquisition date of January 5, 2015 and you can no longer run reports that show all of your additions for the fiscal year 2015. If you record the new addition as a new FEATURE NO, then you will always be able to tell what happened historically. You should record the transactions as follows:

REF:	FEA NO	TAG NO.	ACQ DATE	COST
D001063	000	D001063	01/05/2015	\$126,000
D001063	001	D001063	01/10/2020	\$ 13,500

3. You purchase a \$126,000 asset on April 5, 2018 with a depreciation life of 84 months (7 years). You then have an addition of \$13,500.00 to the asset on Jan 10, 2020. If you change the cost of the original asset from \$126,000 to \$139,500 you will have the full \$13,500 depreciated in the month that you changed the original cost. The addition takes the acquisition date of April 5, 2018 and depreciates the \$13,500 from the 2018 date, not the 2020 date. If you record the new addition as a new FEATURE NO, then the depreciation will be calculated correctly. You should record the transactions as follows:

REF:	FEA. NO	TAG NO.	ACQ DATE	COST
D001063	000	D001063	4/05/2018	\$126,000
D001063	001	D001063	1/10/2020	\$ 13,500

LIST ASSETS – Function allows user to list assets by:

- Reference – System default (*) unless another selection is made.
- Location – County number plus optional codes agency defines
- Class Code – 1-4 digits of the SAAM codes for assets
 - You can only select one of the above. You may type an asterisk (*) or a part of the characters of your selection or a specific reference, location or class code. When you type a partial character, the system will display the first record that is the closest to the characters you entered.

```
=== CAMS = (AA) ===== ASSETS MENU ===== C105C003 ===
TR: _____
AGENCY: 9990

FUNCTION: 2

1. -- ADD ASSET
2. -- LIST BY START SEARCH
REFERENCE:  * _____ (DEFAULT)
LOCATION:    _____
CLASS CODE: _____

1. THE 'ADD ASSET' FUNCTION INCLUDES:
-- VIEW (AFTER SUCCESSFUL ADD)

2. THE 'LIST BY' FUNCTION INCLUDES (IF YOU HAVE SECURITY):
-- VIEW (ASSET OR DEPRECIATION)
-- CHANGE
-- DISPOSE OR UNDISPOSE

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Select function **2** (or select another list option and enter characters) and press Enter to access the **BROWSE MENU** screen.

```
=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____
AGENCY: 9990

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, U=UNDO, X=DISPOSE (UN))

REFERENCE-FEA  DESCRIPTION ACQ-DATE  LOCATION  CLASS  COST  OWN D
- A00000000000-001 ROOF_____ 03122008 17_____ 0520_____ 20000.00 S D
- BLDG000000000-001 ROOF_____ 10122009 34_OLYMPIS_ 0510_____ 50000.00 S D
- B000000000000-000 LAPTOP_____ 03112008 34_____ 7310_____ 1500.00 S D
- E000000000000-000 NOTEBOOK_____ 11082009 17_KENT_____ 7013_____ 900.00 S _
- GG00000000000-000 DESK_____ 11052009 17_____ 2310_____ 1000.00 S _
- TEST000000000-000 121_____ 04302010 14_____ 7310_____ 0.01 L _
F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
CLOSEST RECORD DISPLAYED
```

Functions:

V = VIEW. Allow users to view detailed information about a specific asset.

C = CHANGE. Allow users to make changes to a specific asset.

D = VIEW DEPRECIATION. Allow users to display depreciation information of a specific asset.

U = UNDO. Allow users to delete asset record only when no depreciation has been recorded for the asset (which will run the first day of the month for the prior month).

X = DISPOSE/UNDISPOSE. Allow users to dispose or un-dispose a specific asset.

```
=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 9990

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, U=UNDO, X=DISPOSE(UN))

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
- 270000000000-000 FORD 06152018 27 2310 55000.00 S -
- D00025700000-000 MUSTANG, PU 02012014 27 BLDG_34 2310 45000.01 S -
v DT1235000000-000 F150_PICKUP 02122014 27 BLDG_34 2310 29000.00 S -
- D00002560000-000 F-150_PICKU 02012014 27 BLDG_34 2310 29000.00 S -
- D00305050000-000 FORD_PICKUP 02012014 27 BLDG_34 2310 29000.00 S -
- D00012300000-000 F150_PICKUP 02012014 27 BUILDING 2310 29000.01 S -
- D00542600000-000 F150_P/U - 02012014 27 CM_ST_MAI 2310 29000.00 S -
- ECC00DKM0000-002 LIGHT_FIXTU 03252015 27 ECC 6210 4500.00 S -
- ECC001630000-000 BLDG_14_EVE 04012015 27 ECC 0540 750000.00 S -
- ECC001790000-000 EVERETT_CAM 04012015 27 ECC 0540 750000.00 S -
- ECC124562500-000 2015_TRUCK, 07232015 27 ECC 2310 38000.00 S -

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Type in “V” beside a specific asset record and press Enter to access the VIEW ASSET menu screen.

Hint: F8 gets to the next screen and F7 brings the previous screen.

```

== CAMS == ===== VIEW ASSET ===== C105C007 ==
TR: _____
FUNCTION: D (D=DEPRECIATION SCREEN, C=CHANGE SCREEN, U=UNDO)
AGENCY: 9990 REF: DT1235000000 FEATURE NO: 000 ROLL: N DIV: ____ ORG IDX: ____
TAG NO: DT1235000000 MANU SERIAL NO: FMABNRK1235 _____ LIC NO: _____
MANU: FORD _____ DESC: F150 PICKUP, WHITE 4WE _____
CLASS: 2310 _____ LOC: 27 BLDG 34 _____ ACQ DATE: 02122014 FMBI: 1408 USE: 060
DEP: 1 QTY: _____ 1.0 COND: _ LOANED: _____ F-ORDER: F140825_ DOC NO: _____
VENDOR: LONGVIEW FORD S&A: N EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ 500.00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 29,000.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 29,000.00 FUND: 001 PI: _____ OPT1: _____ OPT2: _____
_____  

_____  

_____  

_____  

_____  

_____  

_____  

_____  

_____  

_____  

DISP DATE: _____ DISP AUTH: _____  

LAST CHNG: 04112019 ADD DATE: 04112019  

F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT
```

VIEW ASSETS - function takes you to the VIEW ASSET screen where you can perform the following functions:

- **D = VIEW DEPRECIATION.** See Section on View Depreciation.
- **C = CHANGE SCREEN.** Upon enter, this takes the users to the CHANGE MENU screen where changes can be made to the asset. See Section on Change Asset.
- **U = UNDO.** Upon enter, this deletes the asset record from the system, this can only be done before the month end.

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 9990

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, U=UNDO, X=DISPOSE(UN))

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
- 270000000000-000 FORD_____ 06152018 27_____ 2310_____ 55000.00 S -
- D00025700000-000 MUSTANG, PU 02012014 27_BLDG_34_ 2310_____ 45000.01 S -
- DT1235000000-000 F150_PICKUP 02122014 27_BLDG_34_ 2310_____ 29000.00 S -
- D00002560000-000 F-150_PICKU 02012014 27_BLDG_34_ 2310_____ 29000.00 S -
- D00305050000-000 FORD_PICKUP 02012014 27_BLDG_34_ 2310_____ 29000.00 S -
- D00012300000-000 F150_PICKUP 02012014 27_BUILDING_ 2310_____ 29000.01 S -
- D00542600000-000 F150_P/U _ 02012014 27_CM_ST_MAI 2310_____ 29000.00 S -
C ECC00DKM0000-002 LIGHT_FIXTU 03252015 27_ECC_____ 6210_____ 4500.00 S -
- ECC001630000-000 BLDG_14_EVE 04012015 27_ECC_____ 0540_____ 750000.00 S -
- ECC001790000-000 EVERETT_CAM 04012015 27_ECC_____ 0540_____ 750000.00 S -
- ECC124562500-000 2015_TRUCK, 07232015 27_ECC_____ 2310_____ 38000.00 S -
- TR011100000-000 2015_TRUCK, 07232015 27_ECC_____ 2310_____ 38000.00 S -
- TR011451000-000 2015_PICKUP 03232015 27_ECC_____ 2310_____ 34000.00 S -
F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
CLOSEST RECORD DISPLAYED

```

Type in “C” beside a specific asset record and press Enter to access the CHANGE ASSET menu screen.

```

=== CAMS =(AA.1.1)===== CHANGE ASSET ===== C105C006 ===
TR: _____
FUNCTION: C (C=CHANGE, V=VIEW SCREEN, D=DEPRECIATION SCREEN)
AGENCY: 9990 REF: ECC00DKM0000 FEATURE NO: 002 ROLL: N DIV: ____ ORG IDX: ____
TAG NO: ECC00DKM0000 MANU SERIAL NO: NONE _____ LIC NO: _____
MANU: SEATTLE_LIGHTING _____ DESC: LIGHT_FIXTURE_REMODEL _____
CLASS: 6210 _____ LOC: 27_ECC _____ ACQ DATE: 03252015 FMBI: 0101 USE: 060
DEP: 1 QTY: _____ 1.0 COND: _ LOANED: _____ F-ORDER: F124562_ DOC NO: _____
VENDOR: _____ S&A: N EX: _ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ .00 OWN: S LEASE: PRD _ REST _ MAINT: PRD _ AMT _____ .00
TOT COST: _____ 4,500.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 4,500.00 FUND: 057 PI: _____ OPT1: _____ OPT2: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 11032015 ADD DATE: 04072015
F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT

```


CHANGE ASSETS - Function takes you to the CHANGE ASSET screen where you can perform the following functions:

- **C = CHANGE.** This selection is used to make corrections or changes to any fields in the asset record except for the following fields:
 - Agency:
 - Ref:
 - Feature No:
 - Acq Date: (once depreciation has run for the asset)
 - Use:
 - Dep:
 - Last Chng:
 - Add date:

- **D = VIEW DEPRECIATION.** See section on VIEW DEPRECIATION

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 9990

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, U=UNDO, X=DISPOSE(UN))

REFERENCE-FEA  DESCRIPTION ACQ-DATE  LOCATION  CLASS      COST  OWN D
- BLDG0002JL00-000 LICENSING_O 02012019 27_____ 0550_____ 500000.00 S -
- BLDG0002KM00-000 BUILDING___ 02012019 27_____ 0550_____ 500000.00 S -
- BLDG0002SP00-000 LICENSING_O 01252019 27_____ 0430_____ 500000.00 S -
- BLDG00020000-000 NEW_LICENSI 01252019 27_____ 0550_____ 500000.00 S -
- ECC133300000-000 2015_TRUCK, 07232015 27_____ 2310_____ 38000.00 S -
- E224BLA00000-000 TRUCK_____ 02252019 27_____ 2310_____ 50000.00 S -
- E224KMI00000-000 TRUCK,_2018 02252019 27_____ 2310_____ 50000.00 S -
- E224KMI00000-001 RCW_INTERNA 03152019 27_____ 2590_____ 5800.00 S -
- E22400000000-000 TRUCK,_2018 02252019 27_____ 2310_____ 50000.00 S -
D R02481200000-000 2017_PRIUS_ 01312017 27_____ 2311_____ 25000.00 S -
- TR0133300000-000 2015_TRUCK, 07232015 27_____ 2310_____ 38000.00 S -
- TR0316300000-000 2015_TRUCK, 03232015 27_____ 2310_____ 34000.00 S -
- TR4265000000-000 2015_TRUCK, 07232015 27_____ 2310_____ 38000.00 S -
-

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
CLOSEST RECORD DISPLAYED

```

Type in “D” beside a specific asset record and press Enter to access the DEPRECIATION BROWSE MENU screen.

```

=== CAMS =(AA.1.2)===== DEPRECIATION BROWSE MENU ===== C105C008 ===
TR: _____
AGENCY: 9990

FUNCTION: _ (S=SELECT PAGE)
PAGE: 001 OF 001

REFERENCE NO: R02481200000 000
ACQ DATE: 01312017
USE LIFE: 072

TOTAL COST: _____25,000.00
SALVAGE VALUE: _____.00

MONTHLY DEPR: _____347.22
ACCUM DEPR: _____13,194.36

MONTHS DEPR: 038

 DATE OF LAST CHANGE AFFECTING DEPRECIATION
(CHANGES IN COST, SALVAGE VALUE OR USE LIFE)

F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Change in cost, salvage value or use life will recalculate the monthly depreciation of the asset.

VIEW DEPRECIATION - Function takes you to the DEPRECIATION BROWSE MENU screen where you can view accumulated depreciation record(s) of the asset selected. If the asset has more than one depreciation record, it will display the last record for the asset. Type **S (SELECT)** in the function field and enter the page number to view other records (if any).

The “**UNDO**” function takes you to the VIEW ASSET MENU.

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____
AGENCY: 9990

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, U=UNDO, X=DISPOSE(UN))

REFERENCE-FEA  DESCRIPTION ACQ-DATE  LOCATION  CLASS  COST  OWN D
REFERENCE-FEA  DESCRIPTION ACQ-DATE  LOCATION  CLASS  COST  OWN D
U D56462600000-680 AUTOMATED_D 09152017 34SECURITY_ 0620 22500.01 S _
ECCJA3030000-001 LIGHTING_ 08302014 31_ 6210 4500.00 S _
ECC00DKM0000-000 EVERETT_NEW 08302014 31_EVERETT_L 0540 750000.00 S _
ECC00DKM0000-002 LIGHT_FIXTU 03252015 27_ECC 6210 4500.00 S _
ECC001630000-000 BLDG_14_EVE 04012015 27_ECC 0540 750000.00 S _
ECC001790000-000 EVERETT_CAM 04012015 27_ECC 0540 750000.00 S _
ECC001790000-001 LIGHTING_FI 04012015 31_EVERETT_C 6210 4500.00 S _
ECC004550000-000 BUILDING_ 09012015 31_ 0540 1000000.00 S _
ECC004950000-000 BLDG,_EVERE 09012015 31_ECC 0540 1000000.00 S _
ECC004950000-001 LIGHTING_FI 09012015 31_ECC 6210 5500.00 S _

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

The “**Undo**” function takes you to the VIEW ASSET MENU.

```

===== CAMS ===== VIEW ASSET ===== C105C007 ===
TR: _____
FUNCTION: U (D=DEPRECIATION SCREEN, C=CHANGE SCREEN, U=UNDO)
AGENCY: 9990 REF: AAA0001DWB00 FEATURE NO: 000 ROLL: N DIV: ____ ORG IDX: ____
TAG NO: AAA0001DWB00 MANU SERIAL NO: NONE _____ LIC NO: _____
MANU: POULSBO_CONSTRUCTION _____ DESC: 1560_TESTING_LAB _____
CLASS: 0540 _____ LOC: 18 LABS _____ ACQ DATE: 01202017 FMBI: 1917 USE: 480
DEP: 1 QTY: _____ 1.0 COND: _____ LOANED: _____ F-ORDER: 105510 _____ DOC NO: _____
VENDOR: _____ S&A: N EX: _____ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ .00 OWN: S LEASE: PRD _____ REST _____ MAINT: PRD _____ AMT _____ .00
TOT COST: _____ 1,000,000.00 LEASING AGENT: _____ ORGCTL: _____
      COST: _____ 500,000.00 FUND: 075 PI: _____ OPT1: _____ OPT2: _____
            _____ 500,000.00          057          _____          _____
            _____          _____          _____          _____
            _____          _____          _____          _____
            _____          _____          _____          _____
            _____          _____          _____          _____
            _____          _____          _____          _____
            _____          _____          _____          _____
            _____          _____          _____          _____
            _____          _____          _____          _____
DISP DATE: _____ DISP AUTH: _____
LAST CHNG: 04162019 ADD DATE: 03022017 DEPRECIATION ALREADY EXIST CAN NOT UNDO
F1=HELP, F3=RETURN, F4=ASSET MENU, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Select **“U”** to delete the asset selected. **IMPORTANT:** The asset record will only be deleted if no depreciation has been recorded for the asset (usually the day it was added for most assets).

DISPOSE/UN-DISPOSE - Function takes you to the DISPOSE/UN-DISPOSE menu. DISPOSE is used during the normal course of business for assets that have been:

- A. Disposed by following the agency's disposal procedures.
- B. Entered by error. Example, a wrong reference number was used to enter the asset into the CAMS system.
- C. Lost, stolen, destroyed, etc.

1. To DISPOSE an asset, enter the **disposal date (DISP-DATE – MMDDCCYY format)** and the **disposal authority (DISP-AUTH)**. To UNDISPOSE an asset, press ENTER to clear or remove the disposal date (DISP-DATE) and the disposal authority (DISP-AUTH) fields.
2. Disposed assets remain in the CAMS system and are automatically PURGED by CAMS six years from the asset disposal date. Purges will occur monthly when assets reach 6 years after disposal.

Disposal date and Authority will only be entered once on Disposal screen. After that, the fields are protected and can be changed only on the Change screen.

Disposed assets are reported on the CM810 ER report when the disposal date is within the date range of the report requested. The CM810 is used to reconcile CAMS balances for fiscal year AFRS entries.

```

=== CAMS = (AA.2) ===== BROWSE MENU ===== C105C010 ===
TR: _____ LISTED BY REFERENCE NUMBER
AGENCY: 9990

SELECT FUNCTION: (V=VIEW, C=CHANGE, D=VIEW DEPRECIATION, U=UNDO, X=DISPOSE(UN))

REFERENCE-FEA DESCRIPTION ACQ-DATE LOCATION CLASS COST OWN D
- BOAT10000000-000 2012_HP150_ 04092012 27_MICC_ 0550_ 30000.00 S -
- BOAT20000000-000 2012_HP150_ 04092012 17005_ 1917_ 30000.00 S -
- BOAT30000000-000 2012_HP150_ 04092012 27_MICC_ 1940_ 30000.00 S -
- B00000000000-000 LAPTOP_ 03112008 34_ 7013_ 1500.00 S -
- CAMS10000000-000 1212_ 12042012 17_ 2310_ 500.00 S -
X CAR001000000-000 2011_HONDA_ 04092011 34_OLYMPIA_ 2310_ 21000.00 S -
C12345600000-000 TRANSIT_2-D 04092019 34HDQ_FLOOR_ 2310_ 24000.00 S -
- DELL20000000-000 NOTEBOOK_X9 04152011 34_LACEY_ 7310_ 900.00 S -
- DEPRTEST0000-000 FOCUS,_2005 04012005 34_HQ_ 2310_ 15000.00 S -
- DOH100100000-000 2015_TRK_BL 07232015 38_ 2310_ 38000.00 S -

F1=HELP, F3=RETURN, F7=UP, F8=DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Type in “X” beside a specific asset record and press Enter to access the DISPOSE / UN-DISPOSE MENU screen.

```

=== CAMS ===== DISPOSE / UNDISPOSE MENU ===== C105C005 ===
TR: _____
FUNCTION: X (X=DISPOSE(UN), C=CHANGE SCREEN, V=VIEW SCREEN D=DEPR SCREEN)
AGENCY: 9990 REF: CAR001000000 FEATURE NO: 000 ROLL: N DIV: _____ ORG IDX: _____
TAG NO: CAR001000000 MANU SERIAL NO: 123454145 _____ LIC NO: _____
MANU: HONDA _____ DESC: 2011_HONDA_CIVIC _____
CLASS: 2310 _____ LOC: 34_OLYMPIA _____ ACQ DATE: 04092011 FMBI: 0101 USE: 061
DEP: 1 QTY: _____ 1.0 COND: U LOANED: _____ F-ORDER: 6789 _____ DOC NO: _____
VENDOR: _____ S&A: N EX: _____ S-F: 1 SPECIAL USE: _____
SLVAGE: _____ 1,000.00 OWN: S LEASE: PRD _____ REST _____ MAINT: PRD _____ AMT _____ .00
TOT COST: _____ 21,000.00 LEASING AGENT: _____ ORGCTL: _____
COST: _____ 11,000.00 FUND: 001 PI: _____ OPT1: _____ OPT2: _____
_____ 10,000.00 419 _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
DISP DATE: 02282020 DISP AUTH: 123456 ASSET CAR001000000-000 DISPOSE UPDATED
LAST CHNG: 03052020 ADD DATE: 04262011

```

3. Available functions in the DISPOSE / UN-DISPOSE menu are:

- a. C=CHANGE SCREEN. Takes users to the CHANGE ASSET menu screen. See Section on CHANGE ASSET.
- b. D=VIEW DEPRECIATION. Takes users to the DEPRECIATION BROWSE SCREEN. See Section on DEPRECIATION.

CAMS REPORTING

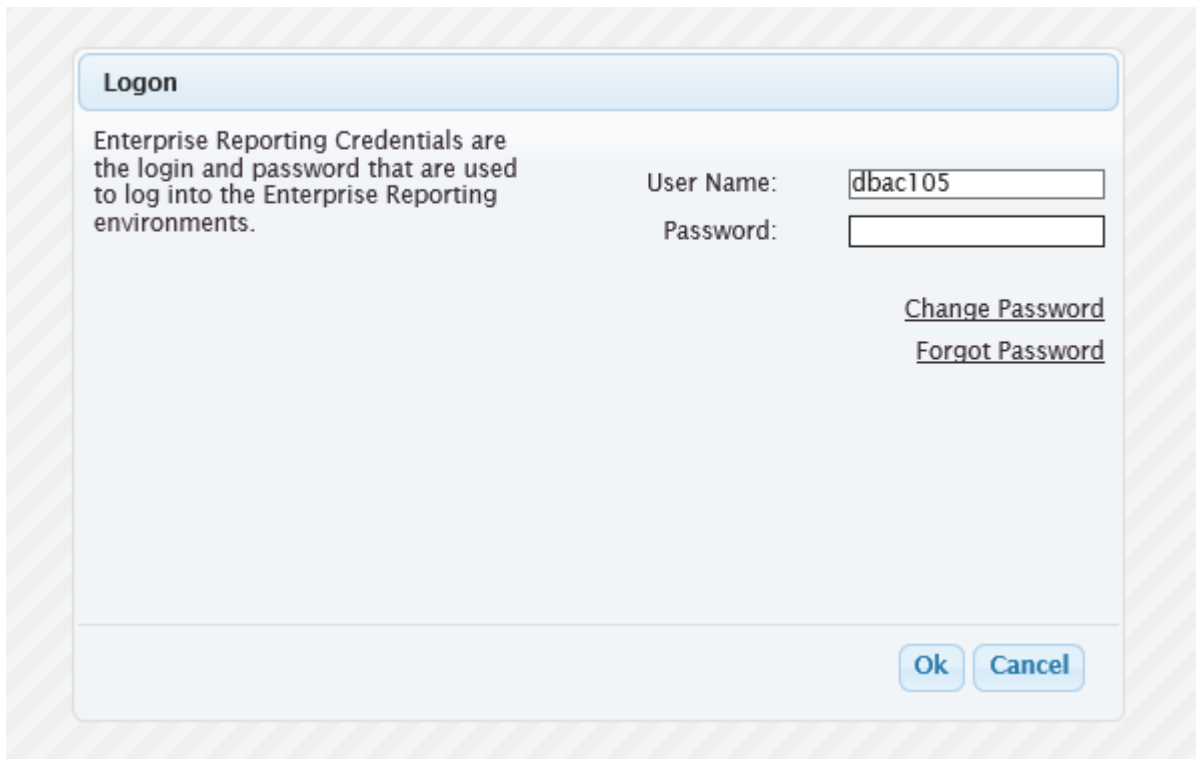
As of March 2020 CAMS no longer has the report request menu. In place of mainframe reporting, CAMS reporting is available in Enterprise Reporting. There are still a few system generated reports listed below:

1. **SYSTEM GENERATED REPORTS** – These reports are automatically produced by CAMS and are produced on a daily, weekly and monthly basis.
 - a. CAMS Daily Activity Report (CM5XX) – reports user activities in CAMS. Separate activity reports are produced for ADD, CHANGE and DISPOSAL.
 - b. CAMS Weekly Pending File Activity Report (CM900) – reports records that exist in the pending file and waiting to be posted to the CAMS system.
 - c. CAMS Monthly Activity Report (CM550) – reports user and system activities in CAMS.

ER REPORTING (Standard Reporting & Webi)

CAMS reporting is available in two ways: Standard Reporting and Webi (CAMS universe).

1. ER Standard reports:
 - a. To open standard reports, log into ER using <https://rp.ofm.wa.gov/>



The screenshot shows a web-based login interface for Enterprise Reporting. It features a title bar labeled 'Logon'. Below the title bar, there is a text block explaining that Enterprise Reporting Credentials are used for login. To the right of this text are two input fields: 'User Name' with the value 'dbac105' and 'Password' which is empty. Below the password field are two links: 'Change Password' and 'Forgot Password'. At the bottom right of the form are two buttons: 'Ok' and 'Cancel'.

Logon

Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.

User Name:

Password:

[Change Password](#)

[Forgot Password](#)

- b. Go to the folder structure and expand Financial Reports, Accounting, and double click on Capital Asset Management.



- c. Right click on the report you want to run and then click “schedule” and enter parameters to get the data you want.

Details	
	CM370 Disposed Asset
	CM380 Depreciation Ledger
	CM385 Depreciation History
	CM450 Asset Flexible
	CM750 Subtotal By Category
	CM810 Cost For Capitalized Assets
	CM820 Depreciation For Capitalized Assets
	CM850 Activity

Schedule: CM450 Asset Flexible ✕

Parameters Destinations Recurrence

Instance Title

Format

Export to Excel

Agency

Report Group

County

- d. When you've added all the parameters you want, click the "Schedule" button at the bottom.
2. To get to ER Webi for queries/reports:
 - a. Go to <https://reporting.ofm.wa.gov/BOE/BI/custom.jsp>

- b. Logon with your ER user ID and password.

The login screen for OFM Enterprise Reporting BI Launchpad (Web Intelligence) features a yellow header bar. Below the header, the title "OFM Enterprise Reporting" is displayed in large bold letters, followed by "BI Launchpad (Web Intelligence)" and a "HELP ?" link. Instructions state: "Enter your user information, and click 'Log On'. If you are unsure of your account information, contact your system administrator." The login form contains two input fields: "User Name:" with the value "dbac105" and "Password:" with masked characters. A "Log On" button is positioned below the fields. At the bottom, a link reads "Forgot password, User name, or Enable your account".

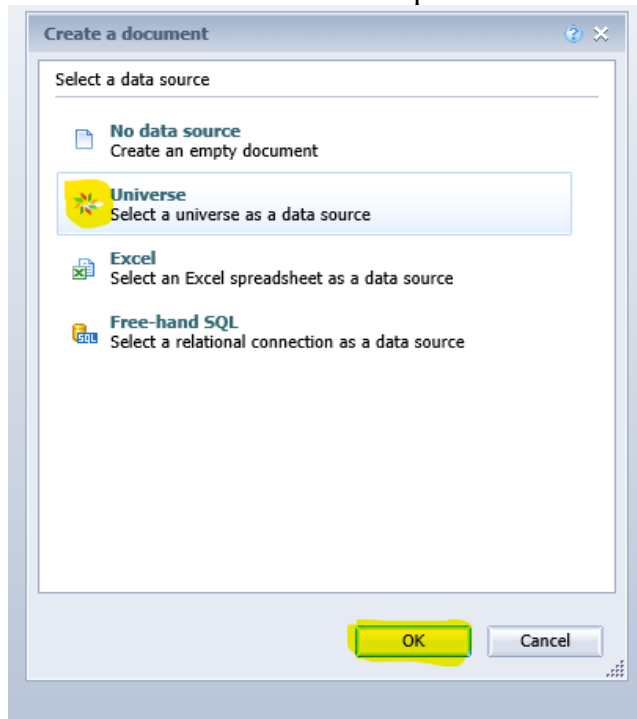
- c. Click on the Web Intelligence icon to start a query.

The dashboard displays four panels: "My Recently Viewed Documents" (listing files like CAMS Assets with Class 1910), "Unread messages in My Inbox" (showing "No unread messages"), "My Recently Run Documents" (listing reports like CM810 Cost For Capitalized Assets), and "2 Unread Alerts" (listing WWA Incorrect Employee Dimension Data and WWA Production Release). On the right, the "My Applications" panel shows several icons, with the "Web Intelligence" icon (a red sphere with a blue and yellow swirl) highlighted by an arrow from the instruction text.

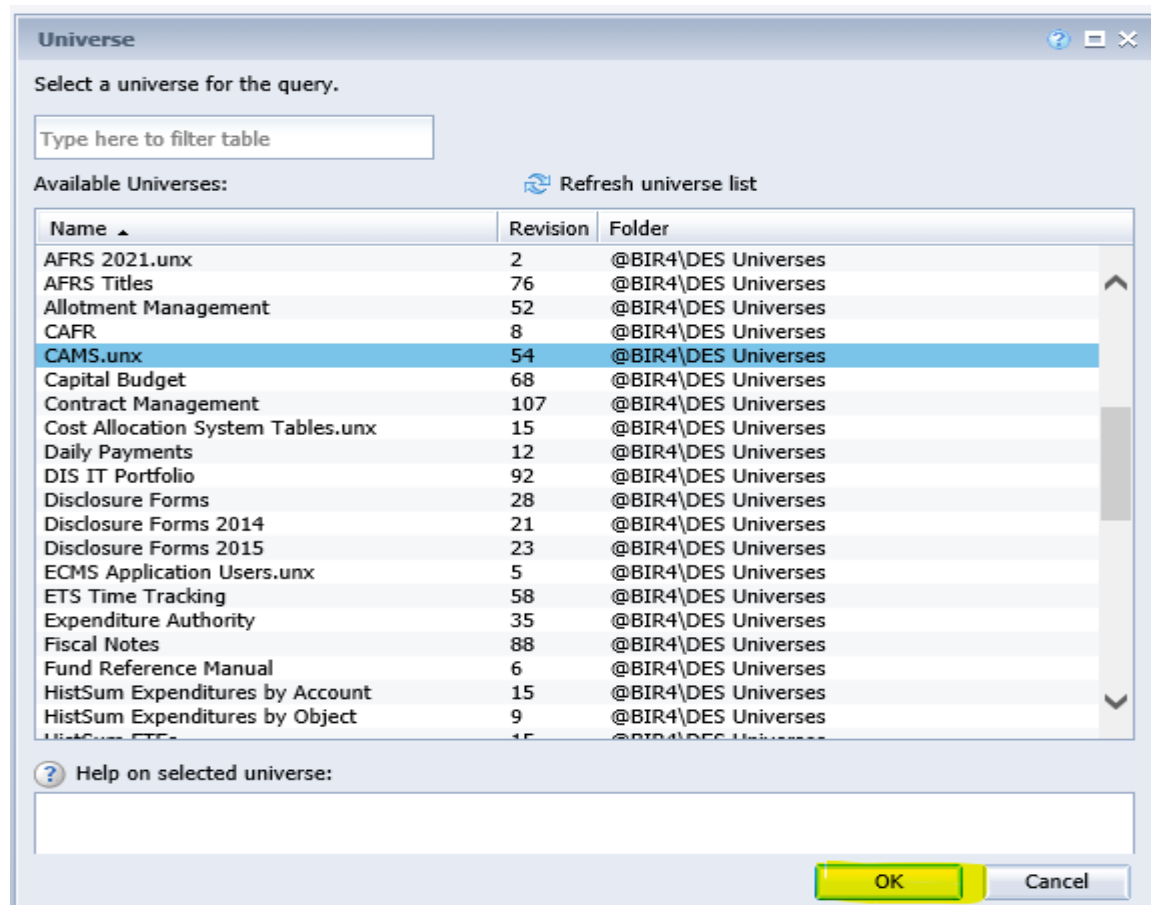
- d. Next click on the new document icon to select a universe.

The Web Intelligence toolbar includes a header with the "Office of Financial Management" logo and "Help Desk: (360)407-9100". The main toolbar contains icons for "Home", "Documents", "Vendor Lookup Example...", and "Web Intelligence". Below these, a row of icons includes a "Web Intelligence" dropdown, a "New Document" icon (highlighted with a yellow box), and other standard BI tools like "Track", "Drill", "Filter Bar", "Freeze", and "Outline".

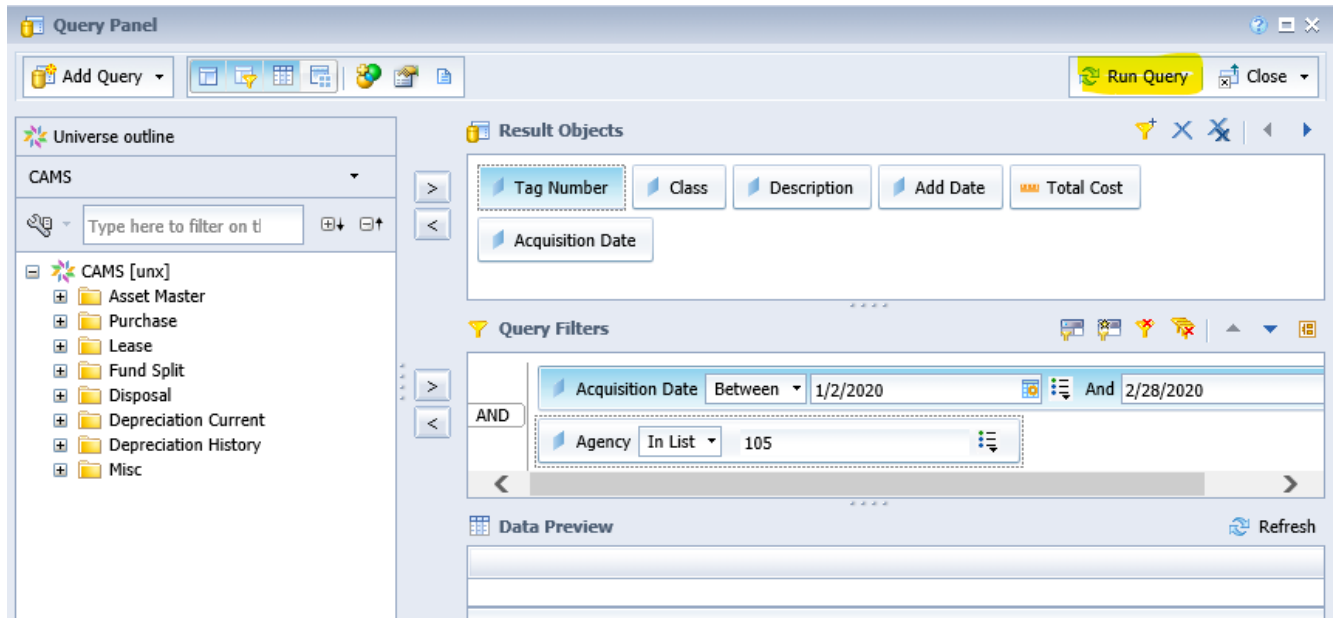
- e. Next click on the universe icon and press OK.



- f. Next tab down to the CAMS universe line and press OK.



- g. Next the query panel appears. Double click the data fields you want in the order you want on the report, add filter(s) and press the Run Query button.



- h. Next the report will display. Check to see if the data columns need formatting or you want greater/lesser dates on the report. If yes, press the Data Access tab and Edit as needed.

Report 1

Tag Number	Class	Acquisition I	Description	Add Date	Total Cost
K295601	7017	1/13/2020	FG-501E HARDWARE APPLIANCE	1/23/2020	29,874.97
K295602	7017	1/13/2020	FG-501E HARDWARE APPLIANCE	1/23/2020	8,657.55

ACCESS PENDING ASSETS (AP)

The purpose of the AFRS/CAMS interface is to provide a method for agencies to capture CAMS capital asset activity at the time it is entered in AFRS. This facilitates the AFRS to CAMS reconciliation process by providing a conduit between the accounting functions/data entry and the inventory groups responsible for the CAMS capital asset inventory.

The AFRS/CAMS interface is functional as follows for all on-line AFRS agencies that use CAMS, however, many agencies use Toolbox or other interfaces to enter payments. If this applies at your agency, the Pending Assets screen won't work

Agencies need to identify in the AFRS Table Maintenance System Controls Table - AFRS TO CAMS INTERFACE SUB OBJECT (**TM.3.5**) which sub objects, batch types or amount they wish to route to CAMS. The objects must be on AFRS D50 table also.

```
=== AFRS =(TM.3.5)=== AFRS TO CAMS INTERFACE SUB OBJECT ===== C105P10E ===
TR: _____ LAST UPDATE: 04/20/19

      FUNCTION: N  (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

      AGENCY: 3000

      BIENNIUM: 21

      SUB OBJECT: JE

      BATCH TYPE: KB

      TITLE: LAND_-_ENCUM,_JVS,_NON-INS_WARRANTS,_EFTS_____

      AMOUNT: _____0.00

                                     F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
NEXT RECORD FOUND
```

The interface starts during the AFRS on-line process. Transactions which contain objects and/or batch types identified in the table (**TM.3.5**) will cause the AFRS to CAMS INTERFACE screen to appear. The tag number(s), amount(s), and any comments can be entered on the screen. When the 'Enter' key is pressed, the following fields are placed in the CAMS Pending File:

Batch Trans ID; Tag number, Current Doc number; Reference Doc number; Fund and Amount

The records on the Pending File are 'skeleton' capital asset records and are not complete CAMS records until they are finalized and posted to the CAMS system.

The interface creates a weekly report of existing pending file records. This weekly report notifies CAMS staff that purchases of a fixed asset(s) took place in AFRS and that some data was transferred to the CAMS pending file. The report is to show the records that are in the pending file so that CAMS staff can create completed records.

```

=== CAMS ===== PRIMARY MENU ===== C105C001 ===

AGENCY: 9990

      1. -- ASSETS (AA)
      2. -- ACCESS PENDING ASSETS (AP)
      3. -- SECURITY (SS)
      4. -- ADMINISTRATIVE (AD)

FUNCTION: 2

      F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

Select **2** and press Enter to access the PENDING MENU screen.

```

=== CAMS = (AP) ===== PENDING MENU ===== C105C017 ===
TR: _____
AGENCY: 9990

      FUNCTION: 1

      1. -- LIST BY      START SEARCH
      BATCH:             * _____ (DEFAULT)
      TAG NUMBER:        _____
      DOCUMENT NUMBER:   _____

      1. THE 'LIST BY' FUNCTION INCLUDES (IF YOU HAVE SECURITY)
      -- BATCH NUMBER (YYMMDD BT BN)
      -- TAG NUMBER
      -- DOCUMENT NUMBER

      F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```

The data on the CAMS pending file record is brought from the AFRS expenditure transaction through the AFRS/CAMS Interface to the appropriate CAMS fields in the Pending File. Agencies can access their Pending File ‘skeleton’ records from the CAMS Primary Menu, edit them to create records that can be posted to the CAMS file, or purge them from the Pending File. Screen edits are active to help users in entering data into CAMS.

Users can view pending records by:

- Batch – System default unless another selection is made.
- Tag Number
- Document Number
 - You can only select one of the above. You may type an asterisk (*) or part of the characters of your selection for Batch, Tag Number or Document Number. When

you type a partial character, the system will display the first record that is the closest to the characters you entered.

Since all of the selections end up with the same screens, the example will use the Batch Number Selection.

```

===== CAMS = (AP.1) ===== AFRS TO CAMS INTERFACE ===== C105C018 =====
TRANSFER: _____ PENDING FILE
AGENCY: 9990 *** B R O W S E      B Y :    B A T C H      D A T E      ***

             BATCH TRANS ID          TAG NUMBER      DOC NBR      DOC NBR      FUND                     AMOUNT
-             200303KB13700000      W32T7           VKB00802      VKB00802      042                     3,200.00
-             200303KB13700001      W32V3           VKB00803      VKB00803      057                     1,565.00
S             200303KB13700002      W35B1           VKB00804      VKB00804      057                     13,707.95
-             200303KB13700003      W35B2           VKB00805      VKB00805      057                     2,613.00
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____
-             _____           _____           _____           _____           _____

TO BROWSE/EDIT RECORD:                                TYPE "S" IN FRONT OF RECORD, THEN ENTER
TO DELETE RECORD(S):                                    TYPE "D" IN FRONT OF RECORD(S), THEN PF10

F3=RETURN, F7=PAGE UP, F8=PAGE DOWN, F12=MESSAGE, PAUSE/BREAK=EXIT
END OF AGENCY RECORDS

```

The AFRS TO CAMS INTERFACE screen will be displayed whether you choose BATCH, TAG NUMBER or DOCUMENT NUMBER. The order depends on whether batch, tag or document number is selected.

- **S** = To browse or edit a record,
- **D** = This function will delete CAMS pending record. Delete all pending assets that are not going to be added to CAMS.


```
=== CAMS ===== PRIMARY MENU ===== C105C001 ===
```

```
AGENCY: 9990
```

1. -- ASSETS (AA)
2. -- ACCESS PENDING ASSETS (AP)
3. -- SECURITY (SS)
4. -- ADMINISTRATIVE (AD)

```
FUNCTION: 3
```

```
F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Select **4** and press Enter to access the Security menu.

```
=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ===
```

```
TR: _____
```

```
AGENCY: 9990
```

1. -- SYSTEM SECURITY
2. -- VIEW SYSTEM SECURITY RECORDS
3. -- VIEW SECURITY LEVELS

```
FUNCTION: 1
```

```
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

This takes you to the System Security Maintenance Menu. To add a security a new record in CAMS, select **1** press Enter. **Hint:** To new staff, OFM recommends using option 2, finding a current employee with the same role, selecting that name and doing an (A)dd from their SS.1 screen.

=== CAMS = (SS.1) ===== SECURITY RECORD UPDATE ===== C105C024 ===
TR: _____
AGENCY: 9990

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW)
LOGON: _____

NAME: _____ LEVEL: _ PHONE: _ _ _

AUTHORIZATIONS (TYPE SPECIFIC FUND OR "ALL" IN FUND 1 FOR ALL FUNDS)

_ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _
_ _ _ _ _

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

This takes you to the Security Record Update screen where you can perform the following functions:

- **A = Add** security record(s) to the system. Enter the following information:
 - Logon ID of user (obtained from DES).
 - Name of the user.
 - Security level code you want the user to have. Refer to Appendix B, page 39 for CAMS Security Code.
 - Phone number of the user.
 - The fund(s) for which the user needs to have access or type “ALL” to have access to all funds for the agency.
- **C = Change** security record(s). View the security record first, then type “C” in the function. Tab to the field(s) that needed change, type in your changes and press Enter.
- **D = Delete** security record(s). View the security record first, then type “D” in the function field and press Enter.
- **V = View** security record(s). Type a valid logon ID and press Enter to view a specific security record.


```
=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ===
TR: _____
AGENCY: 9990
```

1. -- SYSTEM SECURITY
2. -- VIEW SYSTEM SECURITY RECORDS
3. -- VIEW SECURITY LEVELS

FUNCTION: **2**

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

Select **2** and press Enter to access the VIEW SECURITY menu screen.

```
=== CAMS = (SS.2) ===== VIEW SECURITY ===== C105C025 ===
TR: _____
AGENCY: 9990
```

FUNCTION: _ (F=FIRST, N=NEXT)

S	LOGONID	NAME	LEVEL	PHONE
_	AAAF105	ALEX_ANDERSON-_STUDENT__	56	360 407 8001
_	CCAF105	COCO_CIMMARON-_STUDENT__	56	360 407 8002
_	CSAC105	CHRIS_SOOTS_____	56	360 407 8903
_	DBAC105	DAN_BODE_____	56	360 407 8009
_	DDAF105	DUDLEY_DORIGHT-_STUDENT__	56	360 407 8003

_	_____	_____	__	__
_	_____	_____	__	__
_	_____	_____	__	__
_	_____	_____	__	__

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

This takes you to the View Security screen. Available functions are as follow:

- **F = First.** To view the very first record.
- **N = Next.** To view next page of the security screen.
- **B = Back.** To view previous page of the security screen.

Type an “S” beside a security record to view detail information about the user. This takes you to the Security Record Update screen.

```
=== CAMS = (SS) ===== SYSTEM SECURITY MAINTENANCE MENU ===== C105C023 ===
TR:
AGENCY: 9990

1. -- SYSTEM SECURITY
2. -- VIEW SYSTEM SECURITY RECORDS
3. -- VIEW SECURITY LEVELS

FUNCTION: 3

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

Select **3** and press Enter to view CAMS SECURITY CODES menu screen. This takes you to the Security Codes screen. There are 56 Security Codes in CAMS. Each code represents various combinations of the seven levels of security access. An agency may only use a few codes to handle all the staff they have using CAMS. Ex: Code 07 gives the user the first 4 functions.

```
=== CAMS = (SS.3) ===== SECURITY CODES ===== C105C009 ===
TR:
(1-VIEW, 2-ADD, 3-CHANGE, 4-ACQUISITION DATE, 5-DISPOSE, 6-SECURITY, 7-ADMIN)
  1 2 3 4 5 6 7   1 2 3 4 5 6 7   1 2 3 4 5 6 7   1 2 3 4 5 6 7
01 X              17 X X X X X   33 X X X X   X 49 X X X X X X X
02 X X            18 X X X X X   34 X X X X   X 50 X X X X X X X
03 X X X          19 X X X X X   35 X X X X   X 51 X X X X X X X
04 X X X X        20 X X X X X   36 X X X X   X 52 X X X X X X X
05 X X X X X      21 X X X X X   37 X X X X   X 53 X X X X X X X
06 X X X X X X    22 X X X X X   38 X X X X   X 54 X X X X X X X
07 X X X X X X X  23 X X X X X   39 X X X X   X 55 X X X X X X X
08 X X X X X X X  24 X X X X X   40 X X X X   X 56 X X X X X X X
09 X X X X X X X  25 X X X X X   41 X X X X   X 1 2 3 4 5 6 7
10 X X X X X X X  26 X X X X X   42 X X X X   X
11 X X X X X X X  27 X X X X X   43 X X X X   X X ENTER 'X' FOR EACH
12 X X X X X X X  28 X X X X X   44 X X X X   X X LEVEL OF SECURITY
13 X X X X X X X  29 X X X X X   45 X X X X   X X OF USER.
14 X X X X X X X  30 X X X X X   46 X X X X   X X OR
15 X X X X X X X  31 X X X X X   47 X X X X   X X ENTER 'I' TO SEE
16 X X X X X X X  32 X X X X X   48 X X X X   X X VARIOUS LEVELS OF
    1 2 3 4 5 6 7   1 2 3 4 5 6 7   1 2 3 4 5 6 7 SECURITY
- VIEW, - ADD, - CHANGE, - ACQUISITION DATE, - DISPOSE, - SECURITY, - ADMIN
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

There are seven levels of security access as follows:

1. **View.** Allows user to view records in CAMS. In addition to view, user can also order reports. All security codes have a View capability.
2. **Add.** Allows user to add records in CAMS. This security includes access to the “ACCESS PENDING ASSETS” menu.
3. **Change.** Allows user to make changes to records in CAMS.
4. **Acquisition Date.** Allows user to enter an acquisition date that is 3 months earlier than the entry date. You must have either an ADD or a CHANGE access in addition to this security level.
5. **Dispose.** Allows user to dispose/undispose CAMS records.
6. **Security.** Allows user to view only security records in the CAMS Security Menu.
7. **Admin.** Allows user to access CAMS Administrative Menu (for OFM staff).

Type an “X” in one or more security access and the security code with the access combination selected will be highlighted.

Type an “I” in one or more security access and all security codes with the access combination selected will be highlighted.

See Appendix B, page 39 for CAMS Security Codes.

ADMINISTRATIVE (AD)

```

===== CAMS ===== PRIMARY MENU ===== C105C001 =====

```

AGENCY: 9990

- ```

1. -- ASSETS (AA)
2. -- ACCESS PENDING ASSETS (AP)
4. -- SECURITY (SS)
4. -- ADMINISTRATIVE (AD)

```

FUNCTION: **4**

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

Select “4” and press Enter to access the ADMINISTRATIVE MENU screen. When non-OFM customers select this option, they will get the message ‘NOT AUTHORIZED FOR THIS OPERATION’

Available options in this menu are as follow:

1. **Maintain CAMS Broadcast Message.** This menu is restricted to the OFM System Analyst group who can update the welcome screen message in CAMS.
2. **Maintain CAMS Jobcard.** This selection is used to maintain your CAMS job card used to bill for CAMS and store a contact name and mailstop for reports. Select: **2** and press Enter to go to the Job Card Maintenance screen.

```
=== CAMS = (AD) ===== ADMINISTRATIVE MENU ===== C105C026 ===
TR: _____
AGENCY: 9990
```

- 1. -- MAINTAIN CAMS BROADCAST MESSAGE
- 2. -- MAINTAIN CAMS JOBCARD
- 3. -- MAINTAN MAILING LABELS AND BANNER PAGE
- 4. -- ERROR MESSAGE
- 5. -- MAINTAIN AGENCY FILE
- 6. -- MAINTAIN CLASS CODE

FUNCTION: **2**

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

```
===== CAMS = (AD.2) ===== JOB CARD MAINTENANCE ===== C105C029 ===
```

FUNCTION: \_ (A=ADD, C=CHANGE, D=DELETE, V=VIEW)

AGENCY: 9990

AFRS JOB CARD

JOBNAME: PMSPM105      ACCOUNT: 8313      BIN: 00      SUB-AGY: B  
CONTACT: DAN BODE      CLASS: D      DESTID: R2407      NOTIFY: DBAC105  
MAIL STOP: 41433

(B)IN / (M)AIL STOP: (USED ONLY FOR NON-ON DEMAND JOBS. IE DLYPM105)

JOBCARD: // PMSPM105 JOB (999-B-8313-PM,00), 'DAN BODE', CLASS=D,  
//      NOTIFY=DBAC105  
ROUTE: /\*ROUTE PRINT R2407

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

RECORD FOUND

The only time you need to use this screen is if there has been a change in one of the following:

- Contact person. Change both the 'CONTACT:' and the 'NOTIFY:' areas.
- Agencies only use MAIL STOP. The BIN number should = 00 (used to be cabinets at OB-2 where the service center placed reports for pickup on campus).

Do not change any other information on this screen.

3. **Mailing Label/Banner Page Maintenance.** This option works on the AFRS screen (RR.3) but doesn't work in CAMS.
4. **Error Message.** This menu is restricted to the OFM System Analyst group. They can advise what to do if you get a CAMS error.
5. **Maintain Agency File** - This menu is restricted to OFM (Level 67) and allows agency numbers to be added, changed or removed from CAMS.
6. **Maintain Class Code** - This menu is restricted to OFM (Level 67) and allows class codes (useful life and other status) to be viewed and edited in CAMS.

## CALCULATION OF DEPRECIATION

The system posts monthly depreciation for each asset on the first business day of the month for prior month's depreciation. All information for calculating depreciation is stored in the CAMS Depreciation file.

Depreciation is calculated by taking the Total Cost of the asset, subtracting the Salvage Value (if any) and dividing the total by the Useful Life of the asset (whole months).

$$\frac{\text{TOTAL COST OF ASSET} - \text{SALVAGE VALUE}}{\text{USEFUL LIFE OF ASSET (MONTHS)}} = \text{MONTHLY DEPRECIATION}$$

To track changes made to an asset, CAMS creates a new depreciation record every time one of the following fields change:

- Total Cost
- Salvage Value
- Useful Life

**INITIAL:** The depreciation process reads each record in the CAMS master file and creates a depreciation record, even for records that have been disposed (calculates depreciation through the disposal date.)

**MONTHLY:** Depreciation process runs, reads each record and determines if another depreciation record needs to be created. It looks for changes in the total cost, salvage value and useful life.

#### HOW DEPRECIATION IS CALCULATED AND RECORDED:

1. If there is **no change** in the master file record, the total depreciation is updated and the master file and depreciation file will be rewritten.
2. If there is **a change**, a new depreciation record is created and the total depreciation is updated and the master file will be rewritten.

$$\frac{(\text{TOTAL COST} - \text{SALVAGE VALUE}) - \text{ACCUM DEPREC}}{\text{USEFUL LIFE} - \text{NUMBER OF MONTHS DEPRECIATED}} = \text{NEW MONTHLY DEPREC}$$

3. If the **asset has been disposed**, the disposal date will be updated in the master file and the depreciation will be rewritten. CAMS will cease depreciating the asset.
4. If the **asset record has been added to the CAMS master file where the acquisition date is earlier than the add date**, a depreciation record is created and the first month's depreciation is calculated as follows:

$$\frac{(\text{TOTAL COST} - \text{SALVAGE VALUE})}{\text{USEFUL LIFE}} \times \text{USEFUL LIFE MONTH} = \text{FIRST MONTH'S DEPREC}$$

**\*\*Succeeding monthly depreciation calculation will follow the normal calculation.**

## APPENDIX A

### AGENCY SECURITY ADMINISTRATOR AND ALTERNATE(S) FOR OFM PRODUCTS: AFRS and CAMS

AGENCY #: \_\_\_\_\_

NAME: \_\_\_\_\_



**Check here if this form supersedes previous forms.**

*The following individuals are designated as Agency Security Administrators for the financial systems indicated below. They are authorized to assign security for individuals within this agency.*

**PRIMARY:**

|                                                                |                                                                    |
|----------------------------------------------------------------|--------------------------------------------------------------------|
| AFRS    ___ Add    ___ Delete<br>CAMS    ___ Add    ___ Delete | Name: _____ Logon ID: _____<br>Phone: (    ) _____ _ _ _ _ _ _ _ _ |
| AFRS    ___ Add    ___ Delete<br>CAMS    ___ Add    ___ Delete | Name: _____ Logon ID: _____<br>Phone: (    ) _____ _ _ _ _ _ _ _ _ |

**ALTERNATES:**

|                                                                |                                                                    |
|----------------------------------------------------------------|--------------------------------------------------------------------|
| AFRS    ___ Add    ___ Delete<br>CAMS    ___ Add    ___ Delete | Name: _____ Logon ID: _____<br>Phone: (    ) _____ _ _ _ _ _ _ _ _ |
| AFRS    ___ Add    ___ Delete<br>CAMS    ___ Add    ___ Delete | Name: _____ Logon ID: _____<br>Phone: (    ) _____ _ _ _ _ _ _ _ _ |
| AFRS    ___ Add    ___ Delete<br>CAMS    ___ Add    ___ Delete | Name: _____ Logon ID: _____<br>Phone: (    ) _____ _ _ _ _ _ _ _ _ |

**APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone Number (    ) \_\_\_\_\_

Title \_\_\_\_\_

Mail Stop \_\_\_\_\_

Send **original** form to:

OFM Help Desk  
 OFM System Analysts  
 PO Box 41433  
 Olympia, WA 98504-1433

(OFM System Analyst Use only)      System security changes made:

AFRS: by \_\_\_\_\_ date \_\_\_\_\_

CAMS: by \_\_\_\_\_ date \_\_\_\_\_

## Appendix B

### CAMS SECURITY CODES

An 'X' in the following table means that the function represented by that column is available to the security code. The **View** function supports Inquire, Browse and Report Request. The **Acquire** function controls the ability to enter or change the Acquisition Date to a date more than three months prior to the ADD DATE (Acquire will only function if depreciation has not been recorded for the asset). The Security function controls who can maintain the security file.

| Security Code | View | Add | Change | Acquire | Dispose | Security <sup>1</sup> | Admin |
|---------------|------|-----|--------|---------|---------|-----------------------|-------|
| 1             | X    |     |        |         |         |                       |       |
| 2             | X    | X   |        |         |         |                       |       |
| 3             | X    |     | X      |         |         |                       |       |
| 4             | X    | X   | X      |         |         |                       |       |
| 5             | X    | X   |        | X       |         |                       |       |
| 6             | X    |     | X      | X       |         |                       |       |
| 7             | X    | X   | X      | X       |         |                       |       |
| 8             | X    |     |        |         | X       |                       |       |
| 9             | X    | X   |        |         | X       |                       |       |
| 10            | X    |     | X      |         | X       |                       |       |
| 11            | X    | X   | X      |         | X       |                       |       |
| 12            | X    | X   |        | X       | X       |                       |       |
| 13            | X    |     | X      | X       | X       |                       |       |
| 14            | X    | X   | X      | X       | X       |                       |       |
| 15            | X    |     |        |         |         | X                     |       |
| 16            | X    | X   |        |         |         | X                     |       |
| 17            | X    |     | X      |         |         | X                     |       |
| 18            | X    | X   | X      |         |         | X                     |       |
| 19            | X    | X   |        | X       |         | X                     |       |
| 20            | X    |     | X      | X       |         | X                     |       |
| 21            | X    | X   | X      | X       |         | X                     |       |
| 22            | X    | X   | X      |         | X       | X                     |       |
| 23            | X    |     |        |         | X       | X                     |       |
| 24            | X    | X   |        |         | X       | X                     |       |
| 25            | X    |     | X      |         | X       | X                     |       |
| 26            | X    |     | X      | X       | X       | X                     |       |
| 27            | X    | X   |        | X       | X       | X                     |       |
| 28            | X    | X   | X      | X       | X       | X                     |       |
| 29            | X    |     |        |         |         |                       | X     |
| 30            | X    | X   |        |         |         |                       | X     |
| 31            | X    |     | X      |         |         |                       | X     |
| 32            | X    | X   | X      |         |         |                       | X     |

<sup>1</sup> Only security role that can do a change, add, or delete to agency security records, besides 67.



| <b>Security Code</b>  | <b>View</b> | <b>Add</b> | <b>Change</b> | <b>Acquire</b> | <b>Dispose</b> | <b>Security<sup>1</sup></b> | <b>Admin</b> |
|-----------------------|-------------|------------|---------------|----------------|----------------|-----------------------------|--------------|
| <b>33</b>             | X           | X          |               | X              |                |                             | X            |
| <b>34</b>             | X           |            | X             | X              |                |                             | X            |
| <b>35</b>             | X           | X          | X             | X              |                |                             | X            |
| <b>36</b>             | X           |            |               |                | X              |                             | X            |
| <b>37</b>             | X           | X          |               |                | X              |                             | X            |
| <b>38</b>             | X           |            | X             |                | X              |                             | X            |
| <b>39</b>             | X           | X          | X             |                | X              |                             | X            |
| <b>40</b>             | X           | X          |               | X              | X              |                             | X            |
| <b>41</b>             | X           |            | X             | X              | X              |                             | X            |
| <b>42</b>             | X           | X          | X             | X              | X              |                             | X            |
| <b>43</b>             | X           |            |               |                |                | X                           | X            |
| <b>44</b>             | X           | X          |               |                |                | X                           | X            |
| <b>45</b>             | X           |            | X             |                |                | X                           | X            |
| <b>46</b>             | X           | X          | X             |                |                | X                           | X            |
| <b>47</b>             | X           | X          |               | X              |                | X                           | X            |
| <b>48</b>             | X           |            | X             | X              |                | X                           | X            |
| <b>49</b>             | X           | X          | X             | X              |                | X                           | X            |
| <b>50</b>             | X           | X          | X             |                | X              | X                           | X            |
| <b>51</b>             | X           |            |               |                | X              | X                           | X            |
| <b>52</b>             | X           | X          |               |                | X              | X                           | X            |
| <b>53</b>             | X           |            | X             |                | X              | X                           | X            |
| <b>54</b>             | X           |            | X             | X              | X              | X                           | X            |
| <b>55</b>             | X           | X          |               | X              | X              | X                           | X            |
| <b>56<sup>2</sup></b> | X           | X          | X             | X              | X              | X                           | X            |

---

<sup>2</sup> Only OFM System Analysts with security of 67 can add a level 56-agency security record.

## APPENDIX C

### CAMS TRANSFER FIELD

#### CHANGING SCREENS USING THE TRANSFER FIELD (TR.\_\_\_\_\_)

In the top left-hand corner of most screens (after the CAMS Primary Menu), you will see a **TR:\_\_\_\_\_** field. If you type in the **screen number** (short-cut code) of the screen you wish to work on or view next and press ↵ *Enter*, CAMS will display that screen. The short-cut codes are as follow:

#### CAMS SCREEN TRANSFER CODES

##### **AA ASSETS**

**AA.1** Add Asset

**AA.2** Browse Menu

##### **AP ACCESS PENDING ASSETS**

##### **SS SECURITY**

**SS.1** Security Record Update

**SS.2** View Security

**SS.3** Security Codes

##### **AD ADMINISTRATIVE**

**AD.1** Message Maintenance Screen

**AD.2** Job Card Maintenance

**AD.3** Maintain Mailing Labels and Banner Page

**AD.4** Error Message

## APPENDIX D

### DATA DICTIONARY (Alphabetical sequence)

| Field abbrev | Field Name               | Required               | Field Length | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SAAM Reference |
|--------------|--------------------------|------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| ACQ DATE     | Acquisition Date         | Required               | 8            | <p>The Acquisition Date is the date the agency takes title to, or assumes responsibility for an asset. <b>New-2014:</b> The format of all dates in CAMS is MMDDCCYY. For example, 12102019 is December 10, 2019. If the month or day is a single digit, a leading zero must be used. Example, if the date was February 8, 2020 you would enter 02082020.</p> <p><i>Comment:</i> Depreciation should start the date the asset is placed in service, not the date it was acquired.</p> |                |
| ADD DATE     | Add Date                 | System generated field | 5            | <p>This is the date the asset was added to the CAMS file. The format of all dates in CAMS is MMDDCCYY.</p> <p><b>Example:</b> February 17, 2020 would show 02172020. This is a system-generated field. You cannot enter data into this field.</p>                                                                                                                                                                                                                                    |                |
| AMT          | Lease Maintenance Amount |                        | 6            | The cost of maintenance for leased assets.                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |
| CLASS        | Class                    | Required               | 10           | <p>Class is a two part field. The first four (4) characters are the class code that most closely describes the asset. The code is found in the SAAM, Chapter 30.50.10. Contact your OFM statewide accounting consultant if you have issues deciding the correct class to use.</p> <p><b>NOTE:</b> The last six (6) characters are intended for future expansion in anticipation of a 10-character SAAM class code. Until then, they are agency defined.</p>                          | 30.50.10       |

| <b>Field abbrev</b> | <b>Field Name</b>             | <b>Required</b> | <b>Field Length</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>SAAM Reference</b> |
|---------------------|-------------------------------|-----------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| COND                | Condition                     |                 | 1                   | <p>This is the condition or state of working order of the asset. New assets would usually have this code blank.</p> <p>There are two codes that allow different use lives from OFM's Schedule A in the SAAM :</p> <p>O = Override (alpha, not zero). Shorter or longer estimated life may be used depending on factual circumstances, replacement policies, or industry practices. Proposed deviation in useful life from Schedule A requires prior written approval from the OFM Accounting Division. <b>New:</b> Any fund (account) type can have the depreciable useful life overridden.</p> <p>U = Used. This code allows you to override the system generated use life for this asset.</p> | 30.20.70.c            |
| COST                | Line Cost                     |                 | 12                  | The portion of a cost associated with a fund (account). Note that there are 10 line costs. The total of the line costs for a tag number must equal the TOT COST entered for this asset. The default value is \$0.01.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |
| DEP                 |                               |                 | 1                   | This field is no longer used – set at 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |
| DESC                | Description                   | Required        | 35                  | Description of the asset.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |
| DISP AUTH           | Disposal Authorization Number |                 | 6                   | Disposal Authorization Number. Abbreviated as DAN in the state records retention manual.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| DISP DATE           | Disposal Date                 |                 | 6                   | The date that an asset was disposed of. The format of all dates in CAMS is MMDDCCYY.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |

| <b>Field abbrev</b> | <b>Field Name</b>  | <b>Required</b> | <b>Field Length</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                  | <b>SAAM Reference</b> |
|---------------------|--------------------|-----------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|                     |                    |                 |                     | <b>Example:</b> If the date was February 8, 2020 would be entered as 02082020. The system will not accept a disposal date that precedes the acquisition date.                                                                                                                                                       |                       |
| DIV                 | Division           |                 | 3                   | The use of Division is defined by your agency. The field will accept any character, even blanks.                                                                                                                                                                                                                    |                       |
| DOC NO              | Document Number    |                 | 8                   | The document number used to purchase the asset.                                                                                                                                                                                                                                                                     |                       |
| EX                  | Excess Code        |                 | 1                   | The code indicates your agency's need for the asset. Allowed codes are listed below.<br>1. Used on a full-time base.<br>2. Used on a part-time bases or temporary use.<br>3. Asset excess to particular location but needed by the agency.<br>4. Asset excess to need of the agency and should be declared surplus. |                       |
| F-ORDER             | Field Order Number | Required        | 8                   | The field order number used to purchase the asset. Note that there are no edits to determine if a valid field order number is used.                                                                                                                                                                                 |                       |
| FEATURE NO          | Feature Number     |                 | 3                   | The Feature Number is an identifier to allow enhancements to an asset. The Feature Number is not required - if left blank will zero fill. OFM recommends using numeric features only for data sorting on reports.                                                                                                   |                       |
| FMBI                |                    |                 | 4                   | The Fiscal Month/Biennium field is in the format of FFBB where FF = Fiscal month and BB = Biennium. The fiscal month is the biennium fiscal month (1-24) that the asset was paid for. If you leave this field blank, the computer will use the ACQ DATE to determine the data that is entered into this field.      |                       |

| <b>Field abbrev</b> | <b>Field Name</b> | <b>Required</b>        | <b>Field Length</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                  | <b>SAAM Reference</b> |
|---------------------|-------------------|------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| FUND                | Fund              | Required               | 3                   | Fund (account) from which the asset was originally purchased, or, for proprietary type funds, the fund (account) in which the asset is being used. The fund (account) used must be valid for your agency.                                                                                                                                                                                           |                       |
| LAST CHNG           | Last Change       | System generated field | 5                   | Last Change made to this asset. This is the date the CAMS asset was last changed. The format of dates in CAMS is MMDDCCYY. <b>Example:</b> February 17, 2020 would show as 02172020. This is a system-generated field. You cannot enter data into this field.                                                                                                                                       |                       |
| LEASE PRD           | Lease Period      | Required if OWN is 'L' | 1                   | For leased assets, (OWN is 'L'), this is the period of the operating lease. The system will not allow codes other than those listed below:<br>M: Monthly<br>Q: Quarterly<br>S:Semi-annual<br>A: Annual (yearly)<br>O: Other.<br><br>A lease period is not required and not allowed for capitalized leases (OWN is 'C').                                                                             |                       |
| LEASING AGENT       | Leasing Agent     | Required if OWN is 'L' | 15                  | This is the name of the agent leasing the equipment. The leasing agent is required if the 'OWN' field contains 'L'.                                                                                                                                                                                                                                                                                 |                       |
| LIC NO              | License Number    |                        | 7                   | License Number is used for the motor vehicle license plate number. The field may be left blank.                                                                                                                                                                                                                                                                                                     |                       |
| LOC                 | Location          | Required               | 16                  | Location is a two part field. The first two (2) characters are the county code. The code is found in the SAAM, Chapter 30.50.20. Valid county codes are also contained in the AFRS Descriptor Table 37. The next fourteen (14) characters are used by your agency to further define the asset location. Ex.: State Parks uses county code and park name (30BEACON_ROCK). DOC uses institution name. | 30.50.20              |

| <b>Field abbrev</b>  | <b>Field Name</b>               | <b>Required</b>           | <b>Field Length</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>SAAM Reference</b> |
|----------------------|---------------------------------|---------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| LOANED               | Loaned                          |                           | 4                   | Use this field when an asset is loaned to another agency. Enter the agency number of the agency that physically has the asset.                                                                                                                                                                                                                                                                                                                  |                       |
| MAINT<br>PRD         | Lease<br>Maintenance<br>Code    | Required if<br>OWN is 'L' | 1                   | <p>This code indicates how often maintenance should be performed on operating leased assets. The system will not allow codes other than those listed below:<br/> M:Monthly<br/> Q:Quarterly<br/> S:Semi-annual<br/> A:Annual (yearly)<br/> O:Other<br/> N:None</p> <p>For capitalized leases, any character (including blank) will be accepted in this field. Therefore your agency may assign codes that have meaning only to your agency.</p> |                       |
| MANU                 | Manufacturer                    | Required                  | 30                  | Enter the name of either the Manufacturer or the commonly accepted trade name. Examples: Ford, IBM                                                                                                                                                                                                                                                                                                                                              |                       |
| MANU<br>SERIAL<br>NO | Manufacturer's<br>Serial Number | Required                  | 25                  | This is the Manufacturer's assigned Serial Number, if any. Since it's required, enter 'UNKNOWN' or 'N/A' in the field for assets with no serial number.                                                                                                                                                                                                                                                                                         |                       |
| OPT1                 | Optional 1                      |                           | 3                   | Optional 1 is used by some agencies to further identify this line cost.                                                                                                                                                                                                                                                                                                                                                                         |                       |
| OPT2                 | Optional 2                      |                           | 11                  | Optional 2 is used by some agencies to further identify this line cost.                                                                                                                                                                                                                                                                                                                                                                         |                       |
| ORG IDX              |                                 |                           | 4                   | Organization Control is a four-character index used in an AFRS Organization Index table lookup. The valid organizational control code is then put into the ORGCTL field. The codes are set by each agency that uses them.                                                                                                                                                                                                                       |                       |

| <b>Field abbrev</b> | <b>Field Name</b>  | <b>Required</b> | <b>Field Length</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>SAAM Reference</b> |
|---------------------|--------------------|-----------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| ORGCTL              |                    |                 | 10                  | Organization Control. The system assigns this code based upon the 'ORG IDX' field and the agency's AFRS Organization Index Table. The ten positions represent the following organization index elements:<br>First 2. Division<br>Next 2. Branch<br>Next 2. Section<br>Next 2. Unit<br>Last 2. Cost Center                                                                                                                                                                                                                                                                   |                       |
| OWN                 | Ownership          | Required        | 1                   | Ownership status of asset. The system will not allow codes other than those listed below:<br>S: State owned<br>C: Capitalized lease<br>L: Operating lease<br>P: Certificate of Participation                                                                                                                                                                                                                                                                                                                                                                                |                       |
| PI                  |                    |                 | 5                   | Program Index. This is the program index of the line cost. There are no edits on this field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
| QTY                 | Quantity           |                 | 7                   | Quantity is the number of assets reported on this record. The units are determined by the asset as follows:<br>Equipment                      Whole units (1 asset per record)<br>Buildings                        Square feet (whole feet)<br>Uplands                          Acres (nearest tenth of an acre)<br>Beds of navigable waters      Acres (nearest tenth of an acre)<br>Harbor areas                    Acres (nearest tenth of an acre)<br>Tidelands                        Whole unit front foot<br>Shorelines                        Whole unit front foot |                       |
| REST                | Lease Restrictions |                 | 1                   | Lease Restrictions. This code indicates whether a leased asset (operating lease) has any lease restrictions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |



| <b>Field abbrev</b> | <b>Field Name</b>    | <b>Required</b> | <b>Field Length</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>SAAM Reference</b> |
|---------------------|----------------------|-----------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|                     |                      |                 |                     | <p>The standard lease restriction codes are:<br/> F. Restricted to a facility. May not be subleased.<br/> N. No restrictions.</p> <p>Your agency may assign other codes that have meaning only to your agency.</p>                                                                                                                                                                                                                                                                                      |                       |
| ROLL                | Feature Roll         |                 | 1                   | A field in CAMS which has two options Y (Yes) or N (No). The system defaults to N. When set to N, each asset record is handled separately for calculating depreciation and for CM800 reporting purposes. When set to Y (Yes), all features within the same reference and the first two (2) characters of the class will be combined for determining eligibility for depreciation and CM800 reporting purposes.                                                                                          |                       |
| S&A                 | Small and Attractive |                 | 1                   | This code indicates when an asset is not depreciated (less than the OFM threshold amount for the class). Agencies can use CAMS for non-capital items with the code "Y". Agencies that own weapons (class 10XX) must include these assets regardless of threshold. The default code is "N". Reports can be limited or exclude assets with the "Y" code. CAMS will stop depreciating when the code is changed to "Y" and calculate depreciation from the acquisition date when the code is changed to N". |                       |
| S-F                 | State-Federal Code   | Required        | 1                   | <p>This code is used to indicate the funding source and possibility of claims against the asset by outside parties on disposal. State is most common but some agencies receive assets by donation or other governments. The system will only allow the codes listed below:</p> <ol style="list-style-type: none"> <li>1. State</li> <li>2. Federal</li> <li>3. Local</li> <li>4. State/Federal</li> </ol>                                                                                               |                       |

| <b>Field abbrev</b> | <b>Field Name</b> | <b>Required</b> | <b>Field Length</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                            | <b>SAAM Reference</b>         |
|---------------------|-------------------|-----------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
|                     |                   |                 |                     | 5. State/Local<br>6. Federal/Local<br>7. Other<br>8. Donated                                                                                                                                                                                                                                                                                                                                                                  |                               |
| SLVAGE              | Salvage Value     |                 | 10                  | This is the amount an agency expects to receive upon disposal of a given asset. A zero salvage value is allowed and may be appropriate.                                                                                                                                                                                                                                                                                       |                               |
| SPECIAL USE         | Special Use       |                 | 25                  | This field is for your agency's use. Common uses include data for other systems or more description of the asset. Some agencies use the field to identify the person who is assigned the asset.                                                                                                                                                                                                                               |                               |
| TAG NO              | Tag Number        | Required        | 12                  | Tag Number is the Washington State asset control number that is affixed (in most cases) to the asset. If you leave this field blank the REF: will automatically be put into this field when you press Enter.                                                                                                                                                                                                                  |                               |
| TOT COST            | Total Cost        |                 | 12                  | This is the total cost of the asset, including all appropriate ancillary costs. The TOT COST default value is \$0.01.                                                                                                                                                                                                                                                                                                         | Ancillary costs<br>30.20.10.c |
| USE                 | Useful Life       | Required        | 3                   | The Useful Life is an estimate of the total time that an asset is usable and in service. This standard life can be two years for some asset classes and up to 50 years maximum for some buildings. CAMS automatically enters the field based upon the class code entered in the CLASS field. For new assets, the useful life is the required life determined by SAAM. These codes can be found in the SAAM, Chapter 30.50.10. | 30.50.10                      |

| Field abbrev | Field Name | Required | Field Length | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SAAM Reference |
|--------------|------------|----------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|              |            |          |              | <p>There are three exceptions to the automatic entry of this field.</p> <p>1. If a fund (account) number is either fund types FA, GA, HB, or HC. The useful life edit override can be accomplished by entering the character 'O' in the asset condition field (COND) and entering the approved months of asset life in the USE field. <i>(This will not work if the total number of months left is less than the new useful life.)</i></p> <p>2. If an asset is purchased used (not in new or original condition). Enter the character 'U' in the asset condition field (COND) and enter the approved months of asset life in the USE field.</p> <p>3. If an asset is leased (the 'OWN' field is 'L'). The USE field must have the number of month entered, as the system does not know the length of the lease.</p> |                |
| VENDOR       | Vendor     |          | 12           | The company or person that sold/created the asset.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |